

West Virginia State Auditor's Office

Auditing Division

Administrative Policy Statement Number 36

SUBJECT: wvOASIS INVOICE NUMBER ENTRY GUIDELINES, POTENTIAL DUPLICATE GUIDELINES

DATE: August 1, 2014

PURPOSE: To establish guidelines for consistent and unique invoice number entry when an invoice number is not present on a vendor invoice or additional invoice number clarification is required and to provide guidance for invoice date field entry.

PROCEDURE: In general, when adding an invoice in wvOASIS for payment, the invoice number to be used should be the original vendor invoice number contained on the vendor invoice submitted for payment. However, many invoices received by state organizations do not contain invoice numbers. As such, the following guidelines have been established to provide for a consistent application for entering invoice numbers when processing invoices for payment in wvOASIS.

NOTE: It is important, when formulating an invoice number for entry into the wvOASIS system, never to include personally identifiable information such as social security numbers, credit card numbers, drivers' license numbers, marital statuses, or other protected information as defined in WV Code 5A-8-21.



GENERAL INFORMATION FOR INVOICE NUMBERING

Consistent/Unique Invoice Numbering System already in place by your department (written policy approved by the State Auditor's Office)

If an original vendor invoice number is not provided on the invoice, and your department currently uses consistent guidelines for invoice numbering when this occurs, you may continue to use your department's internal invoice numbering system that has been approved by the State Auditor's office. You should ensure that the invoice numbering system you have in place will provide a unique invoice number that will not be duplicated across fiscal years. Your internal invoice numbering system should be a consistent and uniform policy. If your department does not utilize a unique and consistent invoice numbering system that is approved by the State Auditor's Office, then the following guidelines will assist you when adding an invoice in WVOASIS when a vendor invoice number is not present. All agency guidelines that deviate from this policy should be submitted to the State Auditor's Office for review and approval.

GUIDELINES IF INVOICE NUMBER IS PRESENT ON INVOICE

If an original vendor invoice number is provided on the invoice, use this number. Do not use any punctuation such as, but not limited to, hyphens (-), commas (,), periods (.), slashes (/), or spaces, etc. Details for handling invoices with potential duplicate numbers can be found at the end of this document. Details on where to enter this number on different wvOASIS document types can be found at the end of this document.

GUIDELINES IF NO INVOICE NUMBER IS PRESENT ON INVOICE

General guidelines: When typing an invoice number, do not type any punctuation such as, but not limited to, hyphens (-), commas (,), periods (.), slashes (/), or spaces, etc. The date should be typed in a **six (6)** digit format, unless otherwise noted. For example May 20, 2010, would be typed as 052010 without any hyphens or slashes. **The use of the six (6) digit date will assist you in providing a unique and valid invoice number when processing your invoice transactions.** If an invoice number contains leading zeros, those leading zeros should be referenced on the invoice number field, as appropriate.

#1 – UTILITIES AND TELECOMMS

For all utilities and telecommunications payments that do not include an invoice number, use the entire account number followed by the six digit MMDDYY of service. If no service date is provided, use the bill date of the invoice. For summary bills, use the bill date.

Example: An electric bill for account number 128865-99371129 for the service period of 12/04/14 to 01/06/15 is received by your organization.

Entry: Invoice Number: 12886599371129010615

***Note: If the entire account number and six digit end date of service do not fit, use the first 24 digits of the account number then the six digit date.**

#2 -- TRAVEL/TRAINING

(a) **Travel/Training** – For travel and training, use the first and last date of travel in six digit format with no spaces. For any same day travel reimbursement, use the date of travel.

Example: An employee, John Doe, submits a travel reimbursement. The travel dates on the reimbursement form are 09/03/14 to 09/06/14.

Entry: Invoice Number: 090314090614 (first and last date of travel)

Example: An employee, John Doe, submits a travel reimbursement. The travel date on the reimbursement form is 09/03/14.

Entry: Invoice Number: 090314 (date of travel)

(b) **Direct Billed Hotel** -- For direct billed hotel invoices, you should use the first nine characters of the individual's last name and the check-out date on the hotel folio.

Example: An employee, John Doe, travels and a direct billed folio is submitted with a check out date of 09/06/14.

Entry: Invoice Number: DOE090614

(NOTE: See (e) for TRAVEL RELATED GHOST ACCOUNTS)

(c) **Cash Advances** -- For cash advances, you should use the first nine characters of the individual's last name and the first day of the travel/training period.

Example: An employee, John Doe, submits a cash advance. The travel dates on the cash advance request are 10/06/14 to 10/12/14.

Entry: Invoice Number: DOE100614 (vendor last name/first date of travel)

(NOTE: For Cash Advance settlements, where the employee is due money, use the Invoice number guidelines for Travel/Training)

(d) **Supplemental travel** – For supplemental travel payments (i.e., employee has left off expenses that should be reimbursed and is submitting a supplemental payment to recoup those expenses), see *PS36 #15 Supplemental Payments*.

(e) **Ghost accounts** - For ghost account travel related invoices – use the last eleven digits of the account number and the four digit month and year for the month of the statement close date.

Example: Ghost account 1234 5678 9012 3456's statement comes in for the period 3/1/14 – 4/3/14. The statement close date is 4/4/14.

Entry: 678901234560414 (last eleven digits and MMY)

#3 – RENTAL EXPENSES

(a) **Rent Expense** - For rental expenses that are associated with the leasing and rental of real estate, buildings and office space that are associated with a specific lease, use the first six digits of the assigned lease/rental agreement number provided in the lease/rental agreement along with the last date of that payment's rental period.

Example: Your October 2014 rent payment is due for lease number HHR123.

Entry: Invoice Number: HHR123103114 (last date of rental period)

(b) **Utilities** – For utility expenses paid for real estate, buildings, and office space, use the first six digits of the assigned lease/rental agreement number provided in the lease/rental agreement along with the last date of service of that payment's rental period followed by **UTL**.

Example: Your October 2014 electric bill for the property under lease HHR123 is due.

Entry: Invoice Number: HHR123103114UTL

(c) **Renovations** – For renovation expenses of real estate, buildings, and office space, use the first six digits of the assigned lease/rental agreement number provided in the lease/rental agreement along with the last date of service of the work performed followed by **REN**.

Example: Your payment for renovations to the property covered by HHR123 is due. Work was completed 10/28/14.

Entry: Invoice Number: HHR123102814REN

(d) **Other** – For other lease-covered expenses of real estate, buildings, and office space, use the first six digits of the assigned lease/rental agreement number provided in the lease/rental agreement along with the last date of service of the expenses performed followed by OTH.

Example: Your payment for a miscellaneous tax fee included in the provisions of the lease covered by HHR123 is due. Work was completed 10/28/14.

Entry: Invoice Number: HHR1231028140TH

#4 – PROFESSIONAL DUES AND ASSOCIATION MEMBERSHIPS

(a) **Directly paying vendor on behalf of a single employee** – For payments where the vendor is paid for one employee's dues for that association, use up to the first eleven digits of the person's last name and the four digit beginning year of the dues period.

Example: Dues for John Smith for the period 07/01/13 through 06/30/14 are to be paid.

Entry: Invoice Number: SMITH2014 (last name and year)

***Note: If an invoice is directly paying a vendor for multiple employees that all appear on one invoice, use (c) of this section.**

(b) **Reimbursing an employee for dues paid by employee** – See the Employee Reimbursement section of this policy.

(c) **Dues paid to organization on entire agency's behalf / or for multiple employees** – Use up to the first seven characters of the vendor's name (as it appears in wvOASIS), the four digit unit number, and the four digit fiscal year of the dues period.

Example: Your agency belongs to the Morgantown Area Chamber of Commerce and 2014-2015's dues must be paid. You are unit 2201 for department 0506.

Entry: Invoice Number: MORGANT22012014

#5 – MOTOR VEHICLE PURCHASES

For vehicle payments when an invoice number is not present, the VIN number will be used. If no VIN number appears, then the deal or stock number followed by DEAL or STK will be used. Any invoice containing multiple vehicles will be included in this section.

(a) **Purchasing a single vehicle** -- use the Vehicle Identification Number (VIN) as the invoice number.

Example: Your agency purchases a 2012 Acura. The VIN number is JH4TB2H26CC000000.

Entry: Invoice Number: JH4TB2H26CC000000

(b) **Multiple vehicles on invoice** – use the first nine characters of the vendor's name followed by the six digit date found on the Received Date field of the Header section of the Receiver (RC) document.

Example: Your agency purchases twelve vehicles from Sull Automotive. Your invoice documentation consists of twelve Motor Vehicle Purchase Agreements with differing VIN, DEAL, and STOCK numbers. Your receiver prepares a wvOASIS receiver document on 12/08/13.

Entry: Invoice Number: SULLAUTOM120813

(c) **Single vehicle / NO VIN** – use the DEAL or the STOCK number followed by DEAL or STK.

Example: Your agency purchases twelve vehicles from Sull Automotive. There is no VIN on the purchase agreement, but there is a stock number 4823.

Entry: Invoice Number: 4823STK

#6 – UNEMPLOYMENT COMPENSATION

For payments to unemployment compensation, use the entire account number and the six digit MMDDYY for the last date in the period.

Example: Your agency's account number is 20058-4 and the last date of the period is 05/12/12.

Entry: Invoice Number: 200584051212

#7 – POSTAGE

Postage includes postage stamps, meter payments, and prepaid postage. It also includes payments for PO box rental.

(a) **Postage and meters** - For postage charges type POST followed by your four digit unit number and the six (6) digit date the postage/meter recharge was purchased or approved.

Example: You are going to buy postage and the date the postage was approved for purchase is 5/10/14. You are Health and Human Resources (dept. 0506) and your unit is Commissioner's Office (unit 2609)

Entry: Invoice Number: POST2609051014 (POST followed by unit number and date of postage approval/purchase)

(b) **Post office boxes/Caller service** – For payment of post office boxes or caller service, use your post office box number followed by your zip code and the current year.

Example: Your agency rents PO Box 4417, Charleston, WV 25329. On August 22, 2013, your agency gets an invoice for 1 year box renewal.

Entry: Invoice Number: 4417253292013 (box number, zip, and year)

#8 – GRANTS

(a) **Paid from GRTAWD documents in wvOASIS** – Use the GRTAWD document number with the sequential payment number for the payment you're making.

Example: You are making a PRC payment against GRTAWD 1400000014. It is payment #4.

Entry: Invoice Number: 14000000144 (doc # / pay #)

(b) **Not paid from GRTAWD documents in wvOASIS** – Use the grant ID # on the invoice backup followed by the sequential payment number.

Example: You are making a GAX payment against a grant that is not encumbered on a GRTAWD document in wvOASIS. In your agency, it's grant 50102 and you're making payment #4.

Entry: Invoice Number: 501024 (grant # / pay #)

(c) **Supplemental grant payments** – See PS36 #15 *Supplemental Payments*

#9 – SPLIT CONTRACT / NONCONTRACT INVOICES

For invoices that contain both contract and noncontract items that must be split on two transactions, use the invoice number from the invoice for the contract payment and add NC (non contract) for the second invoice payment. (NOTE: Please cross-reference the other document's code and ID number in the Document Description section (i.e. PRM 20140000043))

Example: You receive invoice number 568912 for items that are both on contract and non-contract.

Entry: (1) *For the contract item payment*

Invoice Number: 568912 (Invoice number)

(2) *For the non-contract item payment*

Invoice Number: 568912NC (invoice number and NC)

NOTE: A contract payment is a payment that references an APO, CPO, AMA/ADO, CMA/CDO, ACT, CCT, or RPO.

#10 – STATEMENT

In certain unique cases, it may be necessary to submit payment from a statement. A statement is a summary of multiple invoices that are attached to the statement as backup and summarized. The statement must be provided by the vendor and cannot be generated by the agency. What you use as the invoice number will depend on whether a statement number is provided by the vendor on the face of the statement.

(a) **Statement number provided by vendor** – Use the statement number as the invoice number.

Example: You must pay from the May 2014 statement you receive from a vendor, and the statement number is 22012.

Entry: Invoice Number: 22012 (statement number)

(b) **Statement number not provided by vendor** – Use STMT followed by your four digit unit number and the four digit date.

Example: You must pay from the May 2014 statement you receive from a vendor, and the statement number is not provided. You are paying this for unit 3434.

Entry: Invoice Number: STMT34340514 (statement number)

#11 – CONSTRUCTION AND PAY APPLICATIONS

For construction projects in which the invoices are AIA pay applications or contain a contract amount, change orders, and certificates for payment:

(a) If the pay application includes a project or job number:

Use your four digit department number followed by the project number and pay application number.

Example: You have a construction project. The contractor's project number on the AIA pay application is 55103 and you are the Department of Education (dept. 0402). This is the second pay application presented for payment.

Entry: Invoice Number: 0402551032

(b) If the pay application does not include a project or job number:

Use your purchase order/contract number followed by the pay application number.

Example: You have a construction project. This is the second pay application presented for payment. Your award document number is SOS2014000004.

Entry: Invoice Number: SOS20140000042 (contract no. then pay app #)

#12 – MULTIPLE CONTRACT INVOICES

For instances when you receive one invoice when the payments must be broken into two wvOASIS payments, because two separate contracts/purchase orders must be referenced/matched, you should use the invoice number from the invoice for the first contract item payment and use the invoice number followed by MC (multiple contract) for

the second invoice payment. (NOTE: Please cross-reference the other document's code and ID number in the Document Description section (i.e. PRM 20140000043))

Example: You receive invoice number 9110 for items that reference two separate contracts/purchase orders:

Entry: (1) For the first contract item payment:

Invoice Number: 9110 (Invoice number)

(2) For the second contract item payment

Invoice Number: 9110MC (Invoice number and MC)

NOTE: A contract payment is a payment that references an APO, CPO, AMA/ADO, CMA/CDO, ACT, CCT, or RPO.

#13 – EMPLOYEE REIMBURSEMENT REQUESTS

For payments reimbursing an employee using an employee reimbursement form, use the first nine digits of the employee's last name, followed by the six digit MMDDYY date the employee has signed the employee reimbursement request form.

Example: Employee Joe Manchin is being reimbursed for home internet services needed to perform his state duties. He appears as JOSEPH MANCHIN in the wvOASIS vendor file. He signed his form on 2/13/14.

Entry: Invoice Number: MANCHIN021314 (nine digit name/date)

#14 -- IMPREST FUNDS

For Imprest Fund Requests, use the abbreviation IMP followed by the Imprest Fund number assigned on the State Treasurer's Office Request for Imprest Fund form, and the four digit MMYT date of reimbursement.

Example: Imprest Fund Request 20913 needs reimbursed for expenses occurring during the month of March 2014.

Entry: Invoice Number: IMP209130314 (IMP/form number/4 digit date)

#15 – SUPPLEMENTAL PAYMENTS

In some instances, payments may need to be made to accompany payments that have already been processed. This is common with grant and travel type payments or other payments (i.e. short-paid utilities). In this case, you will use the invoice number of the original payment, but add SUP to the end.

Example: You have processed payment five for a grant and the invoice number was 567124. You now need to process a supplemental payment.

Entry: Invoice Number: 567124SUP (original invoice # / SUP)

Example: An employee, John Doe, traveled 6/4/14 to 6/8/14 and was reimbursed for his expenses. He finds an additional receipt for parking expenses totaling \$33.00 that he would like reimbursed. Your agency will prepare a supplemental payment for Mr. Doe.

Entry: Invoice Number: 060414060814SUP

#16 – PAYMENTS TO VENDOR ON BEHALF OF EMPLOYEE

In some instances, such as dues, conference registrations, or medical claims/physicals, payments will be made to a vendor on behalf of one or several employees.

(a) **Dues** – Do not use the invoice number convention described here. See PS36 #4 – *Association Dues and Professional Memberships*.

(b) **Conference Registration** – Use the first eleven characters of the individual's last name followed by the four digit MMYT of the last day of the conference period.

Example: Mike Smith attends a conference for the period of August 22-24, 2014.

Entry: Invoice Number: SMITH0814 (first eleven / MMYT)

(c) **Medical Claims/Exams/Physicals**– Use the first eleven characters of the individual's last name followed by the four digit MMYT in which the medical claim was paid/exam was performed.

Example: Mike Smith has an exam performed on January 8, 2014 as part of routine officer fitness testing.

Entry: Invoice Number: SMITH0114 (first eleven / MMYT)

(d) **Other** – Use the first eleven characters of the individual's last name followed by the four digit MMYT of the last date of service.

#17 – OTHER

For all other invoices that do not meet one of the previous guidelines, you should use up to the first nine characters of the vendor's name, as it appears in WVOASIS, followed by the six digit date of service or goods received. If the vendor name contains the ampersand, it is to be included as a character counting toward the nine (ex. AT&T, BB&T)

Example: Sparky Electric Company submits an invoice for payment for services performed on 01/25/15 and the invoice does not contain an invoice number and does not follow any of the above exception criteria. The vendor name appears as SPARKY ELECTRIC COMPANY in wvOASIS.

Entry: Invoice Number: SPARKYELE012515 (nine digit name/date)

POTENTIAL DUPLICATES, wvOASIS FIELDS, AND BANNER

[View All](#) 1 of 1 | ● Vendor Invoice is already registered internally (A1977)

[View All](#) 1 of 1 | ● Vendor Invoice on Vendor Invoice Registry has been paid for \$500.00 ...

wvOASIS contains an edit check to assist an agency when adding an invoice to identify invoices that may be a potential duplicate payment. If you add an invoice and you receive an error message pertaining to the invoice number, you do have the ability to perform research to determine if the payment you are processing is an actual duplicate for your organization. This is done using the Vendor Invoice Registry (page code: VIR) page. You can also use the Vendor Transaction History (page code: VTH) page to perform research. You can enter the page codes into the Jump To field and click Go to access them.

You will not be able to enter a duplicate invoice number and certify, as you were able to in WVFIMS. A separate procedure now exists. If you determine the invoice is not a duplicate payment, follow these steps:

1. Formulate the invoice number (either using the invoice number on the invoice or a formulated Policy Statement #36 invoice number)
2. Add “#” to the end of the invoice number. This is the only instance of punctuation permitted to be placed in an invoice number, and is a special character to indicate a payment with a duplicate invoice number that is not a true duplicate payment.
3. Complete a West Virginia State Auditor's Office Request for Potential Duplicate form.
4. The agency administrator or CFO must sign the Request for Potential Duplicate form.
5. Include WVSAO Request for Potential Duplicate form with scan. **This form must be included for the payment request to be processed. Payment requests without this form with a pound sign in the invoice number will not be permitted to be processed.**

BANNER (Higher Education Agencies ONLY)

Banner is an information system by Ellucian used by Higher Education agencies in the State of WV. Because this system interfaces transactions into wvOASIS, and it is limited to fifteen characters, Banner users can not use the full thirty characters offered by wvOASIS. In cases where Banner users run out of room, they will derive the last fifteen characters of the invoice number as if you were a wvOASIS regular user in this policy and use only the last fifteen digits.

Example: Your vendor invoice number would be 442959385837174623 if you were entering invoices directly into wvOASIS, but you are a Banner agency and you are only able to use fifteen characters.

Entry: Invoice Number: 959385837174623 (last fifteen)

Example: Your utility account number is 19583761423415646510, and the last date of service is 5/30/14. Your invoice number would be 19583761423415646510053014 if you were entering invoices directly into wvOASIS, but you are a Banner agency and are only able to use fifteen characters.

Entry: Invoice Number: 415646510053014 (last fifteen)

NOTE: Potential duplicates in Banner were previously handled by adding a letter to the end of the invoice number. However, this policy is no longer in place. All State Agencies, including Higher Education, will use the Potential Duplicate procedures as described previously in this guide.

wvOASIS Fields of Entry

Enter the invoice number in the following sections and fields for each document type:

Document Code	Document Section	Tab Name	Field Name
General accounting expense (GAX)	Accounting	General Information	Vendor Invoice Number
Payment request matching (PRM) -- Rolls up from invoice (IN) document – not entered directly into PRM	Commodity	Invoice Information	Vendor Invoice Number
Payment request commodity (PRC)	Commodity	Invoice Information	Vendor Invoice Number
Invoice (IN)	Header	General Information	Vendor Invoice Number